

Even Start Continuation Application



Technical Assistance

Monday, March 8, 2004

Reneé De Mars-Johnson
Coordinator
Early Childhood
and Parenting
Programs

Cheryl Hall
Maria Kingsley
Judy Levine
Consultants
Early Childhood
and Parenting
Programs

Continuing eligibility

- State reviews for:
 - Progress toward meeting individual program's goals
 - Utilizing evaluation for continuous improvement
 - Progress on the indicators of program quality developed by the State of Michigan
 - 15 program elements

What about this year's application?

- Period of obligation
and award amount -
 - Continued reduced amount
(\$225,000 maximum)
 - July 1, 2004-June 30, 2005

Basic Information - MEGS

- Update all information as needed
 - email addresses
 - year of operation
 - date of most recent meeting
- Grant Contact and Fiscal Agent Information
- Partner Information
- Cover Page Information
- Assurances pages



User: Dr. Joshua S. Tkaczyk

Main Menu Help

Logout

Welcome, Dr. Joshua S. Tkaczyk of Agate Head Start, to MEGS.

Initiate an Application

Early On Michigan (FY-2003)
Early On Michigan (FY-2004)
Educational Technology Plan (FY-2003)
Even Start (FY-2004)
Even Start (FY-2005)
Freedom To Learn (FY-2004)
Grants Not In MEGS (FY-2002)
Grants Not In MEGS (FY-2003)
Grants Not In MEGS (FY-2004)
HIV Mini-Grants (FY-2002)
Homeless Students Grant (FY-2003)

[Click here to view all years applications](#)

Additional Functions

- [Enter/Update Your GRIF](#)
- [Review Grant Applications](#)
- [School Prayer Certification](#)

Maintain MEGS Accounts

- [Add Users to MEGS](#)
- [Contact Information](#)
- [Application Security Level\(s\)](#)
- [Edit Your Agency Information](#)
- [Edit Your Contact Information](#)

it button. If you have additional questions about using MEGS,
he page.

Click the following links to navigate between grant sections in this page:

[21st Century](#) | [Capacity Building](#) | [Comprehensive School Reform](#) | [Consolidated Application](#) | [Even Start](#) |



Internet

MEGS [Apply For Grant] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back

Search

Favorites

Media

Address

http://mde.agatesoftware.com/megs/Application_List.asp


Go

Links >>

MICHIGAN

Department of

Education



User: Dr. Joshua S. Tkaczyk

Main Menu Help

Logout

The Grant(s) listed below is available for the following application: **Even Start**.

The Due Date for this application is: **Saturday, November 25, 2006**.

Click on the circle(s) to make your selection(s) and then click the **Apply** button. Use the **Help** link for details on grant selection options.

Do Not Apply	Apply Now	Apply Later	Copy Previous Grant	Grant #	Name
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	039998 *	Even Start
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	039998b *	Even Start - Local Contribution

APPLY

Main Menu Help

Logout

Done

Internet

MEGS [Application Main Menu] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Copy Paste

Address Go Links >>

MICHIGAN
Department of
Education

Even Start
Applicant: Agate Head Start (00003)
Application #: 0405-0080 - Application In Progress
User: Dr. Joshua S. Tkaczyk

Main Menu Help
Application Menu Report Menu Errors

Logout
Checklist View Comments

SUBMIT APPLICATION

This "Even Start" application contains the following grant(s):

Grant	Apply Now/Later
Even Start	Apply Now
Even Start - Local Contribution	Apply Now

- The current status is **Application In Progress**
- This application is due on **Saturday, November 25, 2006**
- [Important Information About the Even Start Application](#)
- [Assurances and Certifications](#)

Please click on the links below to begin/continue completing your application.

MANAGEMENT ACTIVITIES

[Control Access to this Application](#)

[Review Grant Selections](#)





[View a PDF of this application](#)

[View a blank PDF](#)




Done

Internet



MANAGEMENT ACTIVITIES

-  [Control Access to this Application](#)
-  [Review Grant Selections](#)
-  [View a PDF of this application](#)
-  [View a blank PDF](#)



GENERAL INFORMATION

-  [Grant Contact and Fiscal Agent Information](#)
-  [Partner Information](#)
-  [Cover Page Information](#)

BUDGET PAGES

-  [Even Start](#)
-  [Even Start - Local Contribution](#)

PROGRAM INFORMATION

-  [Program Information Page Summary](#)
-  [Project Abstract](#)

[SUBMIT APPLICATION](#)

MEGS [Control Access To This Application] - Microsoft Internet Explorer

FileEditViewFavoritesToolsHelp

BackForwardStopHomeSearchFavoritesMediaPrintMailWeb

Addresshttp://mde.agatesoftware.com/megs/ApplicationContact_Grid.aspGoLinks

CONTROL ACCESS TO THIS APPLICATION

Instructions: Authorized users can use this section to add, edit, or delete existing users in this application.

- Add Users. Click the [Jump to Add Users to Application](#) link. Follow instructions to add users with MEIS numbers.
- Assign Grant Contact(s). Assign grant contact(s) using the drop down box to the right of the user's name.
- Remove Users. Stop access to this grant application by removing users from the application. Check the **All** box in the **Mark Remove** column or remove individuals by checking their individual record, and Saving the page.
- Temporarily prevent access to the grant. Stop users from having access to the grant, without deleting them. Use the Inactivate column to set an inactive date in the **Date Active/Inactive** column. Caution: MEGS access will stop on the inactive date.
- Update Security Levels. Use the drop-down menus in the **User** column to update application security levels.
- Access user information, including phone and email, by clicking their name.
- Click **Save** to retain all changes.

To change the view mode, select the view option and click go.

Agate Head Start - Fiscal AgentAgate Head Start - Fiscal AgentAllAll Consortium

GO

Edit/Remove Users From This Application

Mark Remove	Mark Inactive	User	Grant Contacts	Date Active/Inactive	Assigned By
All <input type="checkbox"/>	All <input type="checkbox"/>	Tkaczyk, Joshua			

Done

Internet

MEGS [Control Access To This Application] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address http://mde.agatesoftware.com/megs/ApplicationContact_Grid.asp Go Links

		Tkaczyk, Joshua		
		Agate Head Start Authorized Official		

SAVE CANCEL

- In the **User** column enter the MEIS Account #, specify the application security level, and if applicable, assign the new user as an application contact.
- Dates of activity are optional. Specify starting and ending dates in the **Date Active** and **Date Inactive** columns for each new user.
- Click **Save** to retain all changes.

[Jump to Edit/Remove Users from this Application](#)

Add Users to this Application SAVE CANCEL

User	Grant Contacts	Date Active	Date Inactive
MEIS Account #: <input type="text"/>	<input type="text"/>	3/3/2004	<input type="text"/>
Security Level: <input type="text"/>			
MEIS Account #: <input type="text"/>	<input type="text"/>	3/3/2004	<input type="text"/>
Security Level: <input type="text"/>			
MEIS Account #: <input type="text"/>	<input type="text"/>	3/3/2004	<input type="text"/>
Security Level: <input type="text"/>			

SAVE CANCEL

PARTNER INFORMATION

Instructions: Please complete the following information for the Partner. Please include the authorized representative for the partner, as well as a contact person. All fields are required.

Legal Name of Agency:*

Authorized Representative:

First Name:*

Last Name:*

Email Address:*

Title of Authorized Representative:*

Mailing Address:*

City:*

State: MI

Zip Code:*

 -

Telephone Number:*

Contact Person:

Contact Person:

First Name:*

Last Name:*

Title of Contact Person:*

Email Address:*

Mailing Address:*

City:*

State: MI

Zip Code:*

 -

Telephone Number:*

SAVE

CLEAR

DELETE

VIEW PDF

[Main Menu](#) [Help](#)[Logout](#)[Application Menu](#) [Report Menu](#) [Errors](#)[Checklist](#) [View Comments](#)

COVER PAGE INFORMATION

Instructions: Please complete the following information. This information will be displayed on the cover page of the PDF.

I. Grant Category

a. Is this grant a Continuation Grant Application? *(Please check ONE)* ☐ Yes ☐ No

b. This project is in its year of funding.

II. Geographic Designation

(Please check ONE)

- ☐ a. URBAN - Majority of families expected to participate reside in a Metropolitan Area as designated by the Bureau of Census
- ☐ b. RURAL - Majority of families expected to participate reside outside of a Metropolitan Area

III. Date Meeting Was Held

(Please indicate the dates that the meetings were held for both the fiscal agent and the partnering agency)

a. Fiscal Agent:

b. Partnering Agency:

SAVE

CLEAR

DELETE

VIEW PDF

AGATE HEAD START (00003)

PROJECT ABSTRACT

Instructions: The Project Abstract must address the following categories: Statement of Needs; Description of Project; Project Outcomes/Evaluation Plan; Qualifications of Key Personnel, and Applicant's Commitment and Capacity. **The Project Abstract file should be limited to a single page of text.**

NOTE: When you name your file, **DO NOT** leave any spaces OR place a period between the words. You may wish to save your narrative file in **Word** or **PDF** format.

Uploading the Project Abstract file:

Click **Browse** for your document on your computer. Once selected, the path to your file will appear in the **Document Source** field. Click **Save** to upload the attachment.

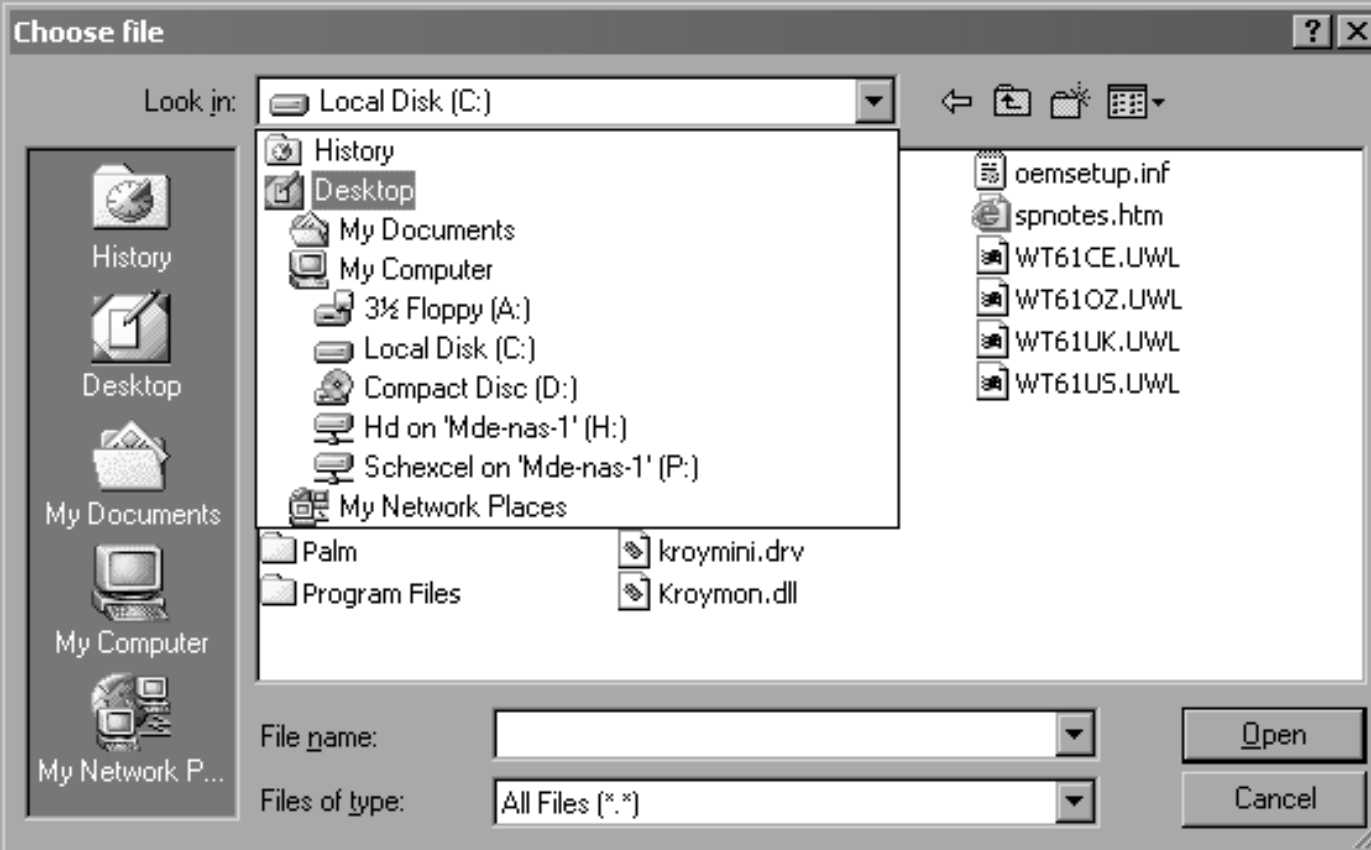
 Browse...

SAVE

CLEAR

DELETE

VIEW PDF



Uploading the Project Abstract file:

Click **Browse** for your document on your computer. Once selected, the path to your file will appear in the **Document Source** field. Click **Save** to upload the attachment.

Basic Information - Hard Copy

- Original signatures for applicant
 - Cover page
 - Assurances and Certifications pages
 - Pages 1a & 1b
 - Certification for Participation in Collaborative Project page
 - Page 2
 - (including date of most recent meeting)

Professional development

- Hard copy ONLY (not MEGS)
- On page 3, activities that staff attended during 2003-2004
- On page 4, plans for professional development 2004-2005 year
- Module training listed for convenience
- Duplicate forms as necessary

Key Personnel

- Hard copy ONLY (not MEGS)
- Key personnel form (duplicate as needed), page 5
 - Checkboxes of components is NEW!!
 - Recommend listing staff NOT paid by Even Start on a separate form in order to reflect comprehensive programming
 - Include copies of staff credentials, NOT résumés

Abstract

- One page ONLY
- Number of families currently and/or to be served in Section 2: Description of the Project
- Browse and link in MEGS - ONLY

Budget - MEGS only

- "Even Start" is for the grant \$\$
- Separate "Even Start Local Contribution"
 - \$225,000 maximum
 - Remember increasing local contribution
 - Use function codes in the drop down box
 - Help is everywhere, but particularly in "Add Budget Item"
 - Function Code 227 is NEW
 - Use Public School Accounting Manual Appendix for definitions of functions and objects
 - OMB Circulars - access instructions on handout

[Main Menu](#) [Help](#)[Logout](#)[Application Menu](#) [Report Menu](#) [Errors](#)[Checklist](#) [View Comments](#)

EVEN START BUDGET SUMMARY

Instructions:

- To add a budget item, click the **Add Budget Item** tab or the appropriate Quick Link.
- To view the budget detail, click the **Budget Detail** tab.
- Add the name of your business and program representatives with phone numbers and click **Save**.

**Budget
Summary****Budget
Detail****Capital
Outlay****Add
Budget
Item****Quick Links:** [Add Personnel](#) | [Add Other](#) | [Add Capital Outlay](#)

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
00003	039998 *			Regular			2005

Even Start Budget Summary for Agate Head Start**SAVE****CANCEL**

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	TOTAL
110	Basic Programs	\$45,027	\$37,157	\$5,900	\$1,000			\$89,084
120	Added Needs							
130	Adult Continuing Education							

[Budget Summary](#)
[Budget Detail](#)
[Capital Outlay](#)
[Add Budget Item](#)
[Edit Budget Detail](#)
[Delete Budget Detail](#)

Quick Links: [Add Personnel](#) | [Add Other](#) | [Add Capital Outlay](#)

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
00003	039998 *			Regular			2005

Grant Budget Items

110 Basic Programs

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
118	Early Childhood Teacher	1.25	\$42,156						\$42,156
118	Parenting TEacher	0.72	\$2,871						\$2,871
118	Benefits: Health, FICA retirement			\$37,157					\$37,157
118	this is me idea				\$5,900				\$5,900
118	Supplies for toddlers					\$5,678			\$5,678
118	Teaching Su-pplies, Toys, Materials					\$1,000			\$1,000
	Sub-Total	1.97	\$45,027	\$37,157	\$5,900	\$6,678			\$94,762

210 Support Services - Pupil

		FTE /		Purchased Services	Supplies &	Capital	Other Expenses
--	--	-------	--	--------------------	------------	---------	----------------

**EVEN START
QUICK BUDGET ITEM ENTRY PAGE FOR
PURCHASED SERVICES, SUPPLIES AND MATERIALS, AND OTHER EXPENSES
AGATE HEAD START**

Instructions:

- This page allows you to enter multiple budget items for purchased services, supplies and materials, and other expenses.
- To add multiple budget items, select a Function Code for each line from the drop-down list and enter the requested amount for that line. Enter a dollar amount in only one box per line (Purchased Services, Supplies and Materials, or other Expenses).
- When you have finished entering budget items, click the **Save Entries** button.
- To clear all boxes on the page, click the **Clear Entries** button.

Budget
SummaryBudget
DetailCapital
OutlayAdd
Budget
Item**Quick Links:** [Add Personnel](#) | [Add Other](#) | [Add Capital Outlay](#)

Function Code	Description	Purchased Services (3000, 4000)	Supplies Material (5000)
118: Pre-School	xxxxx	77777	
131: Basic	oooo	55555	
214: Psychological Services	wwwww	44444	
226: Supervision and Direction of Instructional Staff	qqqqq		33333

**EVEN START - LOCAL CONTRIBUTION BUDGET DETAIL
FOR AGATE HEAD START****Instructions:**

- This page lists all of the items included in the Budget Summary for the agency whose name is listed below in the ta menu bar.
- To add a budget item, click the **Add Budget Item** tab or button.
- To edit or delete a budget item, click the underlined description of the item.
- To delete all the budget detail, click the **Delete Budget Detail** tab or button.

Budget Summary	Budget Detail	Capital Outlay	Add Budget Item	Edit Budget Detail	Delete Budget Detail
----------------	---------------	----------------	-----------------	--------------------	----------------------


Quick Links: [Add Personnel](#) | [Add Other](#) | [Add Capital Outlay](#)

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
00003	039998b *			Regular			2005

Grant Budget Items**110 Instruction - Basic Programs**

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000	Total
119	<u>Alt Ed Teacher</u>	0.5	\$28,446						\$28,446
119					\$67,000				\$67,000

MEGS [Application Main Menu] - Microsoft Internet Explorer



Application # : 0405-0080

Main Menu Help

Application Menu Report Menu Errors

SUBMIT APPLICATION


This "Even Start" application contains the following grant(s):


Grant	Apply Now/Link
Even Start	Apply Now
Even Start - Local Contribution	Apply Now


- The current status is **Application In Progress**
- This application is due on **Saturday, November 25, 2006**
- [Important Information About the Even Start Application](#)
- [Assurances and Certifications](#)


Please click on the links below to begin/continue completing your application.

MANAGEMENT ACTIVITIES

 [Control Access to this Application](#)

 [Review Grant Selections](#)

 [View a PDF of this application](#)

 [View a blank PDF](#)

GENERAL INFORMATION

Consultant Check List

CHECK LIST

for

Agate Head Start

Even Start

#0405-0080

PRINT

☐ Administrative Review Complete

☐ Modifications Required

PRINT

General Comments

Please review the application and enter your General Comments below.

Comments to Consultant

SAVE

CANCEL

OK

Partnering Agency Information

Is the Partnering Agency Information section acceptable and complete?

☐ Yes ☐ No

Comments to Consultant

Narrative

- Review original program plan
- Discuss impact of last year's outcomes
- Submit one copy of most recent report of local evaluator, flagging and highlighting recommendations made to ensure improvement in the program, discuss.

Application Checklist

- Attach checklist form (page 14) to the "original" application
- Confirmation of receipt will be faxed to the Applicant at the fax number listed on the form
- Check boxes and submit in listed order

Both Hard-copy & MEGS Application DUE April 2, 2004

Interim Data was DUE
February 27, 2004
Final Data will be DUE
July 23, 2004

Original and One Copy

Questions: Call 517.373.8483 or
Email demars-johnsonr@michigan.gov
or hallcheryl@michigan.gov
or kingsleym@michigan.gov
or levinejd@michigan.gov